



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION  
9045 BEALE ROAD  
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 35  
- Commander's Policy on the Civilian Equal Employment Opportunity Program

1. REFERENCES:

a. Equal Employment Opportunity Commission Management Directive 715, subject: Equal Employment Opportunity, date 1 October 2003.

b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.

2. PURPOSE: To establish the Warrior Transition Brigade- National Capital Region (WTB-NCR) Commander's policy on the Civilian Equal Employment Opportunity Program.

3. PROPONENT: The proponent for this policy is the Office of Equal Employment Opportunity.

4. APPLICABILITY: This policy applies to all military and civilian personnel assigned to the WTB-NCR and Subordinate Unit Commands (SUCs). The SUCs will publish their own EEO policies in accordance with this policy memorandum.

5. POLICY:

a. I am personally committed to supporting the principles of Equal Employment Opportunity for all employees and applicants for employment. I want to ensure we maintain a work environment free of any forms of harassment, unlawful discrimination or reprisal. Our employees are critical to the Army's mission and the way we treat them directly affects their performance. For employees to reach their full potential, their workplace environment must be one of mutual respect, dignity and fair treatment.

b. Federal laws and Army policies prohibit employment discrimination based on race, color, religion, gender, age, national origin, genetic information or disability. I charge all WTB leaders, managers, supervisors and employees at every level with preventing and eliminating all forms of harassment or unlawful discrimination. I count on everyone to maintain an environment free of harassment or unlawful discrimination and remain dedicated to enforcing EEO program requirements.


c. I expect all leaders to ensure their personnel processes support fair and equitable consideration of all qualified individuals. Equal Employment Opportunity principles shall be applied to, and be an integral part of, all personnel programs, management practices and decisions, including, but not limited to, hiring and recruiting, promotion, reassignment, training and career development, benefits and separation.

d. When an employee believes the principles of EEO law were violated in policy, procedure or practice, the employee is strongly encouraged to report it immediately. Allegations of discrimination will be resolved fairly, expeditiously, and dispassionately at the lowest level possible. I expect leaders to participate in the mediation process as a means of resolving problems, when deemed appropriate. Reprisal or intimidation against those employees who exercise their rights to seek solutions through complaint procedures will not be tolerated. Employees who wish to pursue an EEO complaint are reminded that they must contact their servicing EEO office within 45 calendar days of the alleged discriminatory event or adverse personnel action.

e. I direct this policy memorandum be posted on all appropriate official bulletin boards.

6. The point of contact for this policy is the Brigade EEO at 301-295-7551.

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DANA S. TANKINS  
COL, SC  
Commanding